

# Preparation Guide

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## Verbal Comprehension

This preparation guide helps you prepare for verbal comprehension aptitude tests. It provides guidance on how best to approach the test, allowing you to give your best possible performance.

### Why are Aptitude Tests used?

Employers often use aptitude tests as part of their assessment procedures for the selection and development of staff. Research has shown that they are powerful predictors of performance at work.

### Tests help you to:

- demonstrate your strengths
- be assessed fairly on job relevant criteria
- find out more about your strengths and development needs
- make future career decisions based on your abilities

### Tests help employers to:

- select people best suited to the demands of the job
- identify areas where individuals might benefit from further development
- obtain objective information about people's abilities

## Instructions

On the following pages are some practice questions that are similar to those you will be presented with in the actual test. Completing these will help you to understand the types of questions used and to gain experience in taking ability tests.

These questions are designed to assess your ability to understand written information. You will be presented with a series of text passages, each followed by several questions. Your task is to choose the best answer to each question from the options given, based only on the information provided.

Have a pen and paper to hand to indicate your answers and make notes.

The actual test is strictly timed. Try to complete each set of **4** questions within **2** minutes.

## Office Accident Book

### Basic Advice on First Aid at Work

The following information should be recorded for any incidents involving injury or illness that have occurred inside the office building:

- Date, time and place of incident.
- Name and job of the injured or ill person.
- Full details of the injury or illness and any first aid given.
- What happened to the casualty immediately afterwards (for example did the casualty return to work, go home or to hospital?)
- Name and signature of the person dealing with the incident.

This information will help identify accident trends and possible areas for improvement in the control of health and safety.

**1** Which one of the following would best replace 'identify' while maintaining the meaning of the passage?

- A name
- B designate
- C disassociate
- D spot

**2** The office accident book must be completed within 24 hours of an incident.

- A True on the basis of the passage
- B False on the basis of the passage
- C Not possible to say if the statement is true or false on the basis of the passage

**3** Which **one** of the following can be omitted according to the Basic Advice on First Aid at Work?

- A The job of the injured person
- B The job of the person dealing with the incident
- C Details of First Aid given
- D The name of the person dealing with the incident

**4** The data collected from an accident book may help identify trends and areas for improvement.

- A True on the basis of the passage
- B False on the basis of the passage
- C Not possible to say if the statement is true or false on the basis of the passage

### Answer Section Page 2

A B C D  
1 ● ● ● ●

A B C  
2 ● ● ●

A B C D  
3 ● ● ● ●

A B C  
4 ● ● ●

**Workspace Design**

More companies are now employing environmental psychologists to help create a comfortable and pleasant work environment for their employees. Environmental psychologists work with companies on the design of office space, considering the layout, lighting and decoration.

Research suggests that good workspace designs can enhance employee creativity, happiness and job satisfaction. On the contrary, poorly designed workspaces can be linked to health issues including eye strain and chronic fatigue, as well as low motivation and a decrease in productivity.

A recent survey found that companies who apply environmental psychology principles in their office surroundings benefit from higher staff retention and fewer stress-related absences, but these impacts are reduced if companies fail to promote a healthy work culture.

- 5** Which **one** of the following is not mentioned as a consideration in office space designs?
- A Lighting
  - B Temperature
  - C Decoration
  - D Layout
- 6** Which **one** of the following would best replace 'enhance' while maintaining the meaning of the passage?
- A increase
  - B reduce
  - C reinforce
  - D manage
- 7** Individuals who work in comfortable office surroundings are more likely to produce high quality work.
- A True on the basis of the passage
  - B False on the basis of the passage
  - C Not possible to say if the statement is true or false on the basis of the passage
- 8** According to the passage, what can affect the impact of good workspace designs?
- A Companies frequently reviewing their office layout
  - B Companies offering health advice to employees
  - C Using more than one environmental psychologist
  - D Promoting a healthy work culture

## Answer Section Page 3

A B C D  
5 ● ● ● ●

A B C D  
6 ● ● ● ●

A B C  
7 ● ● ●

A B C D  
8 ● ● ● ●

Try to answer any questions you did not reach in the time limit before checking your answers.

## Checking your Answers

Check your answers against the correct answers at the bottom of this page. Look at any questions you got wrong and try to understand how to arrive at the correct answer. Keep in mind that most aptitude tests are designed to increase in difficulty and that people typically do not complete all the questions within the time limit. If you took much longer than 4 minutes to answer the questions, try to speed up your work rate. If you finished all of the questions within the time limit but made many mistakes, try focusing on the accuracy of your responses.

## Improving your Verbal Abilities

Some tips for improving verbal abilities are provided below:

- When you read newspapers and articles, try to establish the main points.
- Look up the meaning of unfamiliar words.
- Read passages of text and pick out the key details.
- Compare written arguments, looking for similarities and differences between them.
- Look at something you have written and rewrite it more concisely.

## Before the Session

- Follow the suggestions given in this preparation guide.
- Get a good night's sleep before the test session.
- Make sure you are wearing or bring with you glasses, contact lenses, hearing aids or anything else you may require for the session.
- If you have any special requirements, such as larger print versions of the test, specific lighting or seating needs, it is important that you make these known as soon as possible prior to the session to allow for appropriate accommodations to be made.

## During the Test

- Try to stay calm; using the practice tips provided should help you feel more at ease.
- Follow the instructions carefully, and ask questions if you are not sure of anything before the test starts.
- Read each question carefully.
- Work as fast as you can. Do not spend too much time on any one question.
- If you find a question too difficult or are unsure of an answer indicate your best choice and move on quickly.
- After completing a test always seek feedback. It is much easier to improve your abilities if you know how well you have done.

**Good luck in your test session. We wish you every success in your career.**

### Answer Section Page 2 Correct Answers

A	B	C	D	A	B	C	A	B	C	D	A	B	C				
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Answer Section Page 3 Correct Answers

A	B	C	D	A	B	C	D	A	B	C	A	B	C	D				
5	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>